



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **EP-4**

TO: Each Supervisor

FROM: Donald L. Wolfe
Director of Public Works

COUNTY DEPARTMENTAL RECYCLING PROGRAM DIRECTIVES 2006 ANNUAL REPORT

On June 15, 2004, your Board approved a series of Directives to enhance and expand the County Departmental Recycling Program and instructed all departments to cooperate with Public Works on implementing these Directives. Implementation of the Directives demonstrates the County's good-faith efforts to comply with the California Integrated Waste Management Act of 1989, which requires jurisdictions to divert at least 50 percent of solid waste from landfill disposal. In accordance with the Directives, Public Works is to submit an annual progress report for a three-year period. Attached is the second annual report on the status of compliance with the Directives.

Public Works continues to coordinate with other departments to enhance recycling practices in the workplace. We have provided receptacles for depositing recyclable beverage containers at the Hollywood Bowl, Beaches and Harbors, Public Works, and Child Support Services facilities. Work was initiated to procure recyclable beverage container receptacles for other large venues such as the Kenneth Hahn Hall of Administration, Superior Court, and Registrar-Recorder/County Clerk. Delivery of beverage container receptacles for these facilities is scheduled for mid-2007.

In 2006 our recycling specialists evaluated 62 County facilities and recommended steps to improve recycling and reduce waste. We will assist departments in 2007 to implement these recommendations.

If you have any questions, please contact me or your staff may contact Fred M. Rubin, Assistant Deputy Director, Environmental Programs Division, at (626) 458-3500, Monday through Thursday, 7 a.m. to 5:30 p.m.

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Attach.

DEPARTMENTAL RECYCLING PROGRAM COUNTY DIRECTIVES

2006 ANNUAL REPORT

DIRECTIVE	STATUS
1. Each County department shall:	
<p>a) Promote waste reduction, and materials reuse, and recycling where feasible.</p>	<p>Completed: In 2006 recycling specialists from the consulting firm Strategy Workshop conducted waste audits at 62 County facilities, including the Hall of Administration, Health Services, Assessor's Office, Internal Services, and Parks and Recreation. The site audits entailed evaluating current waste management practices and providing consultation on ways to reduce waste, reuse materials, and recycle.</p> <p>In progress: Based on the audit reports it was found that recycling practices could be significantly enhanced at many of the departments visited, particularly for paper/cardboard and beverage containers. Public Works will further assist County departments in setting up the necessary infrastructure, acquiring receptacles for recycling, and implementing collection services that complement existing janitorial contracts. In 2007 a new contract for consultation services will be executed through which we will provide additional assistance to set up the infrastructure, acquire paper recycling receptacles, and implement recycling programs at County facilities.</p> <p>On-going: In 2007 Public Works will continue to provide site visit audits and recycling consultation at County facilities. Public Works will also distribute to County employees brochures containing practical information on how to recycle and reduce waste.</p> <p>As an outreach effort to Public Works employees, a booth was stationed at the Public Works headquarters courtyard in April 2006, for employees to visit and discuss environmental issues and participation in the Department's beverage container recycling program, which began in August 2005. Public Works also plans to participate in special events conducted at other County departments to disseminate information on environmental awareness and stewardship.</p>

<p>b) Designate a Departmental Recycling Coordinator, and additional recycling coordinators as needed for its field facilities. Inform the Countywide Recycling Coordinator of these individuals and identify other agencies or commissions for which its Recycling Coordinator is responsible.</p>	<p>Completed: In 2004 all departments identified Recycling Coordinators whose names, contact information, and departments were posted on the County Departmental Recycling Program's website. Public Works continues to update the information pertaining to the respective recycling coordinators and maintain contact with the recycling coordinators to disseminate any updated information regarding the program.</p>
<p>c) Input waste diversion and disposal data on an ongoing basis into a database on the County Departmental Recycling Program's website after training has been provided by the Countywide Recycling Coordinator.</p>	<p>Completed: In 2005 Public Works conducted training workshops to instruct recycling coordinators on the applications of the program's web database. A Web Database User's Guide was given to all workshop attendees to assist them in accessing the website and using the database to input waste diversion data.</p> <p>On-going: The consulting firm, Strategy Workshop, continues to provide as-needed training to recycling coordinators during the site visits. While data entry by the department coordinators has not always been consistent due to staffing changes or difficulty in receiving reports that accurately quantify the materials recycled, coordinators are encouraged to enter information into the database as much as feasible.</p> <p>In progress: To allow recycling coordinators to focus their efforts on enhancing recycling programs, Public Works will provide further assistance to departments in entering data for reports that are submitted by the vendors directly to Public Works. For example, the County's paper recycling vendor, Ambit, submits an annual report to Public Works showing how much paper each of their client departments recycled for the year by quarter. We will continue to analyze, manage, and post data pertaining to the departmental recycling which summarize the progress made by County departments in their recycling efforts.</p>
<p>d) Keep the Countywide Recycling Coordinator informed of any planned changes in waste reduction activities.</p>	<p>On-going: Recycling coordinators are advised to inform the Countywide Recycling Coordinator (at Public Works) of changes to waste reduction activities within their department. In July 2006, Public Works stayed in contact with recycling coordinators, via e-mail, to keep abreast of any developments on their recycling activities. In December 2006, Public Works contacted all recycling coordinators to inform them about upcoming improvements for the Departmental Recycling Program, such as increased efforts to establish paper and beverage container recycling at facilities that currently lack such programs.</p>

<p>e) In coordination with the Countywide Recycling Coordinator, provide receptacles for the collection and recycling of California Redemption Value beverage containers at appropriate public venues or facilities, such as, beaches, parks, museums, and amphitheatres.</p>	<p>Implemented: Successful programs for recycling beverage containers were implemented at the following County departments or facilities (cost of receptacles indicated to reflect the scale of the program):</p> <ul style="list-style-type: none"> • Beaches and Harbors, January 2004 (\$20,500) • Public Works, August 2005 (\$46,000) • Hollywood Bowl, January 2006 (\$20,000) • Child Support Services, November 2006 (\$5,600) <p>Receptacles for depositing recyclable beverage containers were placed in lunchrooms, cafeterias, and common areas at these facilities. Matching refuse containers were also placed alongside the receptacles as a method for reducing contamination in the recycling receptacles. The State Department of Conservation granted funds to Public Works to purchase the receptacles for these programs.</p> <p>In progress: In 2007 beverage container recycling programs are scheduled to be implemented at:</p> <ul style="list-style-type: none"> • Kenneth Hahn Hall of Administration • Superior Court • Registrar-Recorder/County Clerk • Downey Courthouse • Norwalk Courthouse • La Mirada Golf Course <p>From May to June 2006, we met with recycling coordinators, building management staff, and division heads of the affected departments to discuss the parameters for implementing the program. The department representatives have been receptive towards the program and cooperative with the implementation processes.</p> <p>We are finalizing the budget and logistics, and estimate the cost for this project will be approximately \$300,000, which includes the receptacles, collection and hauling services, and outreach. Public Works will supply the receptacles, and conduct coordinated outreach and a promotional campaign. Public Works will also continue to coordinate efforts with departmental recycling coordinators for collection, hauling, and recycling services.</p>
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<p>f) Buy recycled-content paper using the County's cooperative recycled-content paper procurement program.</p>	<p>On-going: As of the 3rd Quarter of 2006, 20 departments were purchasing recycled-content paper through the program. The participating departments and the respective quantities of recycled paper purchased by weight are as follows:</p> <table data-bbox="808 436 1414 1108"> <tr><td>• Auditor-Controller</td><td>50,950 lbs</td></tr> <tr><td>• Beaches and Harbors</td><td>3,260 lbs</td></tr> <tr><td>• Child Support Services</td><td>46,270 lbs</td></tr> <tr><td>• Children and Family Services</td><td>3,290 lbs</td></tr> <tr><td>• Coroner</td><td>2,000 lbs</td></tr> <tr><td>• District Attorney</td><td>2,000 lbs</td></tr> <tr><td>• Fire</td><td>3,750 lbs</td></tr> <tr><td>• Health Services</td><td>144,860 lbs</td></tr> <tr><td>• Internal Services</td><td>14,700 lbs</td></tr> <tr><td>• Mental Health</td><td>15,320 lbs</td></tr> <tr><td>• Parks and Recreation</td><td>15,150 lbs</td></tr> <tr><td>• Probation</td><td>153,930 lbs</td></tr> <tr><td>• Public Defender</td><td>3,900 lbs</td></tr> <tr><td>• Public Social Services</td><td>96,020 lbs</td></tr> <tr><td>• Public Works</td><td>89,020 lbs</td></tr> <tr><td>• Regional Planning</td><td>1,950 lbs</td></tr> <tr><td>• Registrar Recorder</td><td>23,620 lbs</td></tr> <tr><td>• Sheriffs</td><td>210 lbs</td></tr> <tr><td>• Superior Court</td><td>10,630 lbs</td></tr> <tr><td>• Treasurer</td><td>11,900 lbs</td></tr> </table> <p>In comparison to the previous year, there has been a decline in the participating number of County departments. Department representatives cited factors such as increased costs of recycled-content paper and problems with the performance of recycled-content paper in some printers as reasons for not purchasing the paper.</p> <p>Public Works will continue to encourage departments to participate in this program since most current models of printers and copiers accept recycled-content paper with no difficulties, and the benefits of recycling justifies the slight increase in cost in purchasing recycled-content paper.</p> <p>In progress: In January 2007, Public Works will expand our outreach via letters to departments detailing the benefits of this program and requesting their participation; and by working with the County's vendor, Spicers Paper, to attract more participation. Public Works will monitor the participation rates by County departments and, if appropriate, recommend changes in the procurement policy to increase department participation.</p>	• Auditor-Controller	50,950 lbs	• Beaches and Harbors	3,260 lbs	• Child Support Services	46,270 lbs	• Children and Family Services	3,290 lbs	• Coroner	2,000 lbs	• District Attorney	2,000 lbs	• Fire	3,750 lbs	• Health Services	144,860 lbs	• Internal Services	14,700 lbs	• Mental Health	15,320 lbs	• Parks and Recreation	15,150 lbs	• Probation	153,930 lbs	• Public Defender	3,900 lbs	• Public Social Services	96,020 lbs	• Public Works	89,020 lbs	• Regional Planning	1,950 lbs	• Registrar Recorder	23,620 lbs	• Sheriffs	210 lbs	• Superior Court	10,630 lbs	• Treasurer	11,900 lbs
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<p>g) Establish a link from its intranet (if one exists) to the County Departmental Recycling website and encourage its employees to visit the website to learn more about the County Departmental Recycling Program.</p>	<p>In progress: In 2006 Public Works reminded all of the recycling coordinators to work with their information technology staff to link their intranet to the existing Departmental Recycling Program website. This link will facilitate exchange of useful and up-to-date recycling information.</p> <p>In 2007 Public Works will improve upon the website's current look and user-friendliness. It will also be enhanced to include more practical information on how to start or develop various recycling programs in the workplace. Other information will include:</p> <ul style="list-style-type: none"> • An updated Recycling Coordinators contact list • Information on the Recycling Coordinator Award • Case studies of successful recycling projects • Information on existing recycling programs • Tip sheets on recycling • Charts to show the progress of individual departments in recycling materials <p>The redesigned website is part of a concerted effort to inform and further motivate County departments to reduce waste and expand recycling efforts.</p>
<p>2. Internal Services shall:</p>	
<p>a) Within nine months, and in consultation with the Countywide Recycling Coordinator and Departmental Recycling Coordinators, conduct studies on the recycling effectiveness and the responsiveness of the existing vendor agreements for (a) paper recycling, (b) recycled-content paper procurement, and (c) document destruction. Within ten months, submit each study to the Countywide Recycling Coordinator for review and possible recommendations.</p>	<p>Completed: In 2005, Internal Services surveyed all departments to assess the job performance of their vendors for paper recycling, recycled paper, and document destruction. In June 2005, results of the survey were submitted to the Countywide Recycling Coordinator in Public Works. The survey noted some complaints such as the lack of timeliness in picking up recycled paper, jamming of recycled-content paper in some printers, and the lack of proof of recycling.</p> <p>On-going: Internal Services issued two subsequent requests for proposals which included contractual provisions to mitigate some of the problems identified in the survey. Public Works and Internal Services continue to cooperatively investigate ways to improve services and address any issues pertaining to vendor agreements for paper recycling, recycled-content paper procurement, and document destruction. Public Works is currently investigating the feasibility of acquiring larger bins for depositing cardboard/paper to be placed at various County departments to increase recycling volumes and efficiency in collection.</p>

<p>b) Actively promote procurement of stock items having recycled and/or recyclable content in order to promote recycling market development and to “close the loop” for recycling. On a semi-annual basis, inform the Countywide Recycling Coordinator of the items and of the actions taken to promote their use.</p>	<p>Completed: In 2005 Internal Services issued revised contracts for recycled-content paper and remanufactured toner cartridges to obtain the items at favorable market bulk rates.</p> <p>On-going: Public Works continues to coordinate with the County’s vendor, Spicers Paper to increase participation in the recycled-content paper program. In January 2007, Public Works will send letters to each department to further encourage participation in the recycled-content paper program.</p>
<p>3. Authorize Public Works to:</p>	
<p>a) Investigate options for establishing comprehensive County departmental computer and e-waste recycling programs.</p>	<p>Completed: In September 2006, the Board instituted a policy whereas approved nonprofit organizations should be offered the opportunity to claim surplus County electronic equipment prior to auctioning them. Public Works conducted a survey in August 2006, and found that many departments’ surplus procedures reflected this practice. Results of the survey show that departments were donating the surplus to charities or had vendors auction them for a commission.</p>
<p>b) Investigate options for developing a County policy for the procurement of printers and copiers that are capable of duplex (automatic double-sided) printing.</p>	<p>Completed: Modern printers and copiers, except some desk models, have standard duplex capabilities. The County’s inventory of printers and copiers is up-to-date as observed by waste audit staff and confirmed by County information technology groups. When departments remove any antiquated printers and copiers, they are replaced with modern equipment that have duplex capabilities as an industry standard.</p>
<p>c) Investigate options for establishing a toner cartridge reuse and/or recycling program.</p>	<p>Completed: Internal Services currently has a contracting process established for County departments to purchase remanufactured toner cartridges through a vendor, as well as return the empty cartridges for recycling. Options were investigated to determine the optimal method for recycling toner cartridges including: (1) Establishing an account with the vendor, Laser Care, for departments to purchase remanufactured toner cartridges at discounted rates and returning the empty cartridges for recycling; or (2) receiving rebates by shipping empty cartridges to a private company, Ecotoner, for recycling. Analyses revealed that it is beneficial to utilize County vendors in keeping the overall Countywide cost lower.</p>

<p>d) Implement a Department Recycling Coordinator incentive program using U.S. Savings Bonds.</p>	<p>Implemented: In 2006 Public Works launched the Outstanding Recycling Coordinator Award Program to commend recycling coordinators who demonstrated notable initiative in implementing, developing, and enhancing various types of recycling programs within their department. The program also includes the issuance of a \$100 U.S. Savings Bond. The award recipients for 2006 were the following Recycling Coordinators:</p> <p>1st Quarter: Pamela Walker, Fire Department 2nd Quarter: Elena Robles, Public Social Services 3rd Quarter: Marcos Rojas, Sheriff's Department</p> <p>In progress: When the 4th Quarter award recipient has been selected, Public Works will recommend that all four 2006 winners be recognized by the Board at an upcoming Board of Supervisors meeting. They will also be featured in the <i>County Digest</i> and in the Departmental Recycling Program website.</p>
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